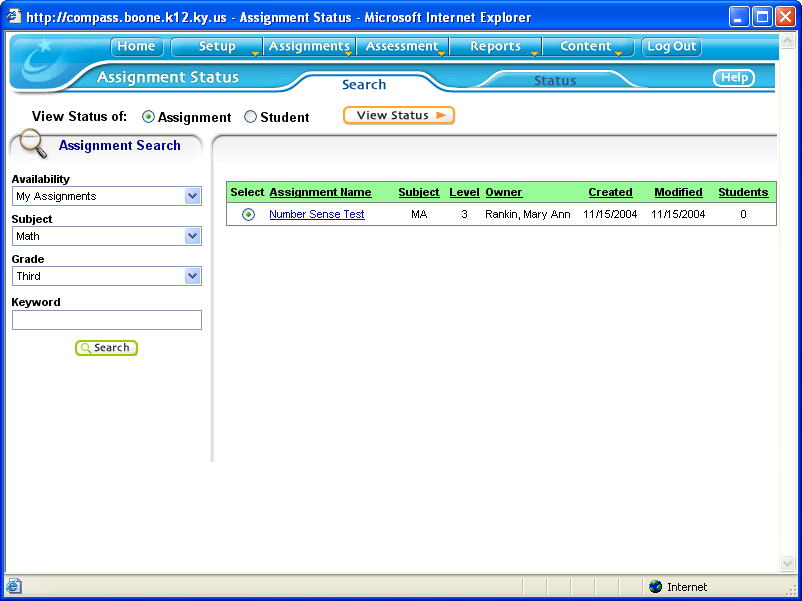
**Unassigning Assignments in Compass Odyssey**

* Log in to Compass Odyssey at:
  + <http://www.williamstown.kyschools.us>
  + Click Students
  + Click Compass
  + Log in
  + Click Assignments
  + Click Assignment Status
* You can view the status of assignments by Assignments or Students.
* View by Assignment will be more helpful if you want to unassign an assignment from the entire class or from several students
* View by Student will be more helpful if you want to unassign particular assignments for one student
* You can unassign an assignment from one student using either view
* Step by step directions for unassigning by assignment and by student begin on page 2 of this handout

**Steps for Unassigning by Assignment**

1. Click Assignment

5. Click View Status

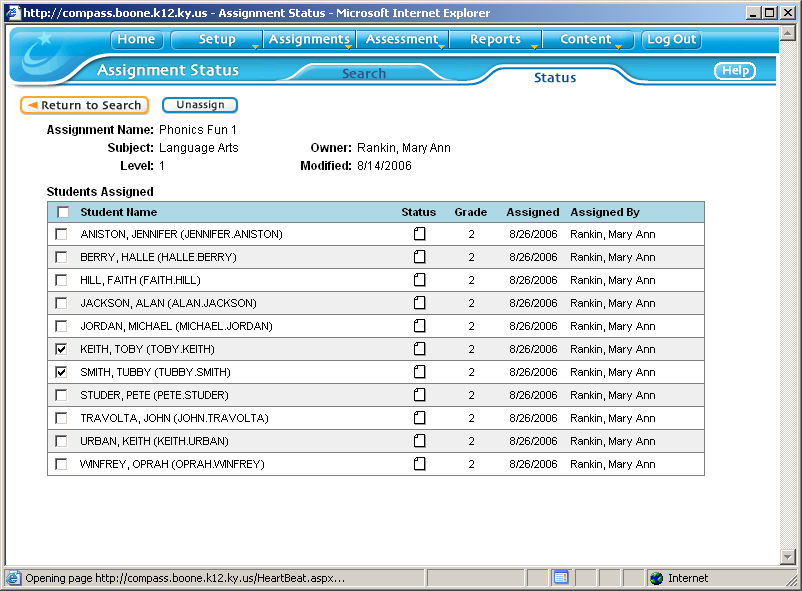


3. Click Search

4. Select the assignment you want to unassign

2. Select the search options

6. Click here to unassign from everyone



**OR**

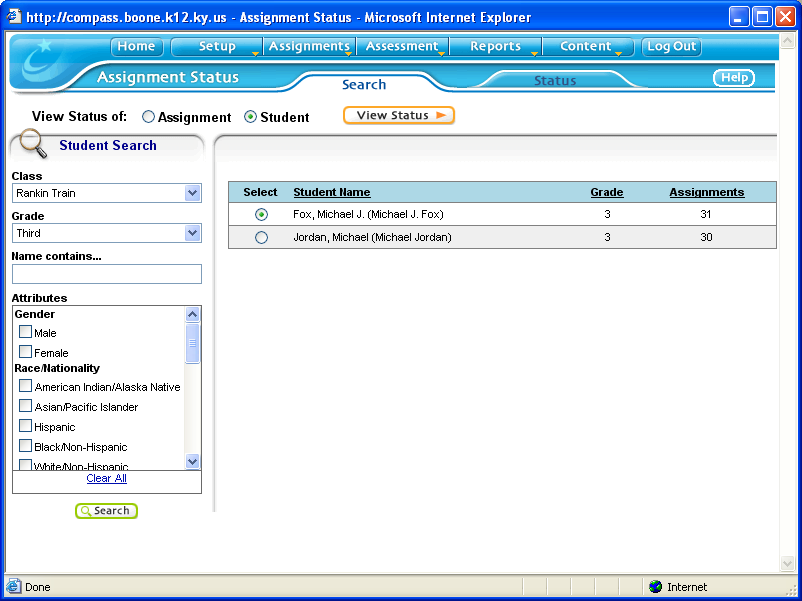
6. Select students who need assignment unassigned

7. Click Unassign

* You can click Return to Search if you need to go back and unassign a different assignment

**Steps for Unassigning by Student**

1. Click Student

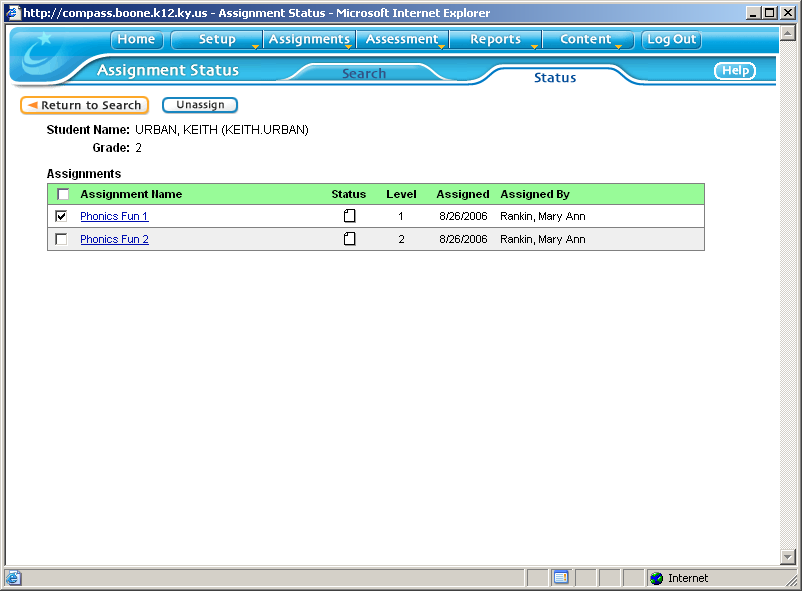


2. Select the search options

5. Click View Status

4. Select the student

3. Click Search



6. Click here to unassign **all** assignments for this student

**OR**

6. Select assignment to unassign

7. Click Unassign

* You can click Return to Search if you need to go back and search for a different student